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Cultural Council Minutes 09-11-2003

**Arlington Cultural Council
Minutes of September 11, 2003**

Present: Betsy Campbell, Leland Stein, Shari Craig, Jean Yoder, Amy Peters, Elinore Kagan, Michele Meagher, Suzanne McLeod, Cheryl Hemenway, Diane Connor, Karen Dillon

Absent: Mary Babic

Shari Craig called the meeting to order at 7:35 p.m.

Item One: Approval of August Mintes

Postponed until October meeting because August minutes were not available for review.

Item Two: Requests for Payment

Grant 2002-22~ Tabled; Elinore Kagan will contact recipients for more information.

Grant 2003-10 Elinore Kagan moved that as soon as Michele Meagher has provided documentation, final payment of \$1700 may be made to the printer for the production of the Arlington Arts Calendar. Amy Peters seconded, all approved.

2002-03~~~ Mary Babic has withdrawn her proposal for "Pictures From The Path"; Elinore Kagan moved that the funds of \$950 be returned to the Council and added to the 2004 budget. Amy Peters seconded, all approved.

Shari Craig submitted receipts totaling \$67.20 for printing 2004 ACC grant applications; Elinore Kagan moved that this be paid, Amy Peters seconded all approved.

Suzanne McLeod submitted receipts totaling _____ for Town Day expenses; Elinore Kagan moved that this be paid, Amy Peters seconded all approved.

Diane Connor submitted receipts totaling \$69.51 for Town Day expenses; Elinore Kagan moved that this be paid, Amy Peters seconded all approved

Item Three: Town Day

Chalk Art Contest: five judges have agreed to participate: Dave Silverman, Les Masterson, Nancy Muise, Pam Shanley, and Dan Whitted. Discussion followed of how to best organize the contest and do the judging. Jobs and time slots for Town Day were reviewed and filled. Shari and Suzanne scheduled to present the contest winners and talk about the ACC on Arlington Cable TV.

Thank you to Leland Stein for donation of 4 tickets to the Regent Theater Family Fun Series, to Amy Peters for coordination of Town Day booth.

Shari Craig brought final copies of the 2004 grant application to be distributed at Town Day. They look great!

Item Four: Spring Event

After some discussion it was determined that the best way to proceed on the ideas of a recognition event and Anyone Can Day is to have two subcommittees. Each committee will meet before the October ACC meeting and report on progress. The committees are:

<u>Grant Recipient Event</u>	<u>Anyone Can Day</u>
Betsy (chair)	Shari
Suzanne	Amy
Karen	Michele
Diane	Elinore
Leland	

Item Five: Other Business

Elinore Kagan outlined new and improved reimbursement procedures; some discussion followed. New rules for payment include:

- ~~~~~ grant applicants representing a group (such as several PTOs) must designate one check recipient
- ~~~~~ all receipts must be stapled to 8 1/2 x 11" paper, expenditures circled and totaled, dated

Elinore Kagan and Cheryl Hemenway will write up new rules for payments, which will include a statement that partial payments will be given only upon prior permission from the council and will not be under \$750

Four ACC members will attend the 10/17/03 MCC training: Betsy, Michele, Leland, and Karen.

The meeting was adjourned by Shari Craig at 9:06 p.m.

Respectfully submitted by Suzanne McLeod (filling in for Mary Babic)